

Date: September 18, 2020

To: Campus Community

From: Delisa Falks, Assistant Vice President  
Scholarships & Financial Aid

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RE: Enhancing On-Campus Student Employment – Notice of Internal Monitoring

In Spring 2019 memos were sent to the Campus Community introducing enhancements to student employment approved by President Young that took effect August 1, 2019. This memo serves as notice that beginning Fall 2020 the Student Employment Office will begin monitoring for compliance with these enhancements.

As a reminder, the following took effect in August 2019:

- 1) Require all TAMU undergraduate student position vacancies to be advertised via the [Jobs for Aggies](#) job database for a minimum of 5 calendar days.
- 2) Require all student worker positions to have a written position description stored in or linked to in Workday.
- 3) Include a minimum of three learning outcomes in the position description.
- 4) Require supervisors of student workers to conduct performance evaluations at least once every 365 days.

For more information about the enhancements and how to implement, and to view previous memos, please visit the [For On-Campus Employers](#) section of Jobs for Aggies.

Compliance monitoring will be conducted by the Student Employment Office. Departments and Colleges can expect to be audited once every three years. To demonstrate compliance with the student employment enhancements, Departments and Colleges will be required to provide the following documentation when notified of an upcoming internal monitoring:

- The Job ID number from Jobs for Aggie that corresponds to the position being reviewed.
- Access to the written position description in Workday. This may be in the form of a link to the position description, or the details in the Job Description Section of the Position Restrictions Tab for the student's PIN.
  - The written position description must include a minimum of three (3) learning outcomes.

- If the student has been employed for 365 days, or has received a merit-based pay increase, a copy of the written performance review that includes written acknowledgment of receipt by the student employee.

Please consult with your department or college HR Liaison for their specific procedures to comply with these changes. Questions may be directed to the Student Employment Office by emailing [jobsforaggies@tamu.edu](mailto:jobsforaggies@tamu.edu) or calling 979-845-0686.